

**Capital Improvements Advisory Committee  
Conference Room One  
Minutes  
August 26, 2009**

<b>Committee Members</b>	<b>Present</b>	<b>Absent</b>	<b>Excused</b>
Les Cole Chairman	X		
John Mullin, Vice Chairman		X	
Louis Robitaille	X		
Robert Turgeon	X		
Peggy Wagner		X	
<b>Liaison</b>			
Martin Walsh, Council Liaison		X	
Tony Martino, Staff Liaison	X		
Mike Turner, Staff Liaison	X		
<b>Staff &amp; Guest</b>			
Jeff Bridges, Town Manager	X		
Lisa Hancock, Finance Director			X

Prior to the start of the meeting Town Manager Jeff Bridges was introduced to all members present.

Chairman Les Cole called the meeting to order at 6:04 P.M.

- A. Public Comments – None
- B. Review Projects for Bonding – Les Cole asked the Manager to comment on the Mayor's direction for this Committee regarding bonding projects. Jeff advised the Mayor wants to get projects moving, wants to keep infrastructure moving. He did not get a dollar figure from the Mayor. Mike Turner handed out a memo dated today to Chairman Cole providing a review of potential bond projects by category. Prior to going over the list Mike went over the procedure on how the Committee reviews requests from all departments prioritizing the projects with safety, federal & state mandates and matching fund projects receiving the highest priority. For bonding Mike suggested giving high priority to high ticket items like paving roads, fixing roofs and \$250,000 plus projects. If these projects can be paid thru a bond the smaller projects can be accomplished thru the annual general funds allocation reducing the number of CIP Projects. Jeff Bridges advised we should look at the Cove Park Master Plan and how it will help with commercial development in the Village. If we move forward with the Beaver Brook project we need to work with developers to be sure Silas Deane Revitalization ties in with the Beaver Brook project goals. Jeff advised we should bond projects that will give us at least a ten year life span (Mike Turner advised that road and roof projects have a twenty year design life). Both Les Cole and Bob Turgeon suggested we have to start completing projects such as the Lighting on Main Street, Windows at Webb School and the Millwoods Master Plan. Mike Turner then went over his memo to Les Cole by Category:  
 Community Development – Redevelopment Plan for Redevelopment Agency is only area for bonding, looking for \$5,000,000. First potential sites are Fun Zone and Comstock Ferre.  
 Drainage – Two Projects: Milone & McBroom Townwide Drainage Plan (\$1,200,000) and Goff Brook Watershed Study (\$2,500,000.). These projects can be done over many years so bonding a part of each project will reduce their scope of work and cut back on our CIP general fund requests.  
 Fire Safety – The biggest funding for the Fire Dept is their request for a renovation and addition to Fire House 2. This totals \$11,400,000.  
 Pavement Maintenance – The Road Manager software indicates we need to spend \$1,400,000 to maintain our current PCI rating, and \$2,000,000 annually to increase our PCI to 85 in ten years. In 2004 we bonded \$3,000,000 which we spend over a three year period o boost our PCI and get caught up.

Park & Recreation – Two bonding requirements for this category are the Millwoods Master Plan (\$4,000,000 needed) and Cove Park Master Plan (\$3,000,000 plus needed. Scope of work not yet completed).

School Projects – Major projects include Hanmer School Renovation (\$20,000,000); High School Addition & Renovation (\$60,000,000); Technology (Fiber Ring - \$650,000); Webb Window Replacements (\$500,000) Emerson Carpet (500,000) and Hanmer Boiler (\$450,000).

Sidewalks – Look for \$100,000 to help with the backlog of sidewalk repairs. There is also a request to replace sidewalks on Morrison Avenue (\$250,000).

Town Buildings – Roofs are the largest consideration for bonding. There is \$3,100,000 in roof projects. A new truck garage at Physical Services with a combo salt storage shed is estimated at \$1,850,000.

Following Mike's review of his memo the following comments were made:

Jeff Bridges – We should make the bond multi facet to provide something to meet the needs of all the taxpayers, school projects; roads, recreation projects and fire projects. The Committee should come up with two lists one totaling \$5,000,000 and another totaling \$10,000,000. He will get the Bond Financial Representative to get us estimated annual costs for bonding each list.

Les Cole – asked the status of the Preserve America Project. Mike Turner advised this is moving forward. A consultant has been hired to design the signs. Les advised we should look at what mandates and safety projects are pending and get them done first. Les asked the status of the Firehouse One Roof. He was advised it is on the list for replacement.

Bob Turgeon – We should look to finish projects that have been started, Webb Windows and Millwoods Master Plan. Bob asked about replacing the tennis courts at the High School. He advised we hired a consultant this year to determine what the water problem is that is causing the courts to crack. We need these results so we can determine what need to be done to fix the water problem before replacing the courts.

After hearing everyone's comments Les Cole asked members to review the projects and be ready to come back next week to recommend projects to go on the \$5,000,000 and \$1,000,000 list.

- C. Next Scheduled Meeting – Next Scheduled Meeting will be at 6:00 P.M. on September 2, 2009 in a Conference Room to be determined.
- D. Adjournment - Motion by Louis Robitaille seconded by Bob Turgeon to adjourn. **All members voted in favor.**  
Meeting adjourned at 6:55 P.M.

I hereby certify that the above is a true copy of the minutes approved by the Capital Improvement Advisory Committee

Michael J. Turner  
Town Engineer  
Town Staff Liaison

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